

# OCFO's Guidance on FY 2008 National Program Manager Guidance and the Annual Commitment Process and System

*November 30, 2006*

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# I. Introduction

The Office of the Chief Financial Officer (OCFO) has prepared this guidance to explain and sustain improvements in EPA's planning, budgeting and accountability processes. With the completion of the three-year cycle for National Program Manager (NPM) Guidance that supported EPA's *2003-2008 Strategic Plan* and the recent release of the *2006-2011 Strategic Plan*, EPA embarks on a new stage of annual planning. This is an opportune time to learn from the past as we continue to improve and adjust our processes. While previously the NPM Guidance documents were envisioned to cover three years, they have in actuality functioned primarily as annual documents. Accordingly, this next set of NPM Guidance documents will focus on FY 2008; and the annual increment of progress toward the longer-term goals in the new strategic architecture.

This guidance focuses primarily on two areas: (1) the development of the FY 2008 NPM Guidance priorities and associated measures; and (2) the Annual Commitment Process, which encompasses reporting on actual results for FY 2007 performance commitments and negotiating agreement of FY 2008 performance commitments. Key objectives for FY 2008 include:

- Aligning national priorities with long-term directions in EPA's *2006-2011 Strategic Plan* and annual priorities in EPA's FY 2008 Annual Plan and Budget;
- Streamlining the number of reporting requirements and annual measures that the Agency uses to manage environmental progress and recognizing the set of key measures used by each management level;
- Integrating regional priorities<sup>1</sup> and regional priority measures (i.e. selected regional priority measures, formerly known as eco-region measures);
- Advancing the Agency's process for developing and reporting against state grant template performance measures; and
- Enhancing collaboration within EPA and with our state and tribal partners.

As in the past, NPMs will use their Guidance to describe their priorities and the strategies that will be employed to achieve the objectives in EPA's *Strategic Plan*. New for FY 2008, however, will be the integration of regional priorities and measures. There is a growing focus on establishing a smaller set of performance measures. As a result, NPMs must be mindful of opportunities to minimize the total number of measures, recognizing that NPMs and regions use different performance measures for different purposes. This year Deputy Administrator Marcus Peacock will have a role in reviewing the draft Guidance to better ensure consistency and integration of cross-program issues in all five NPM Guidance documents.

The FY 2008 annual commitment process will be similar to prior years with NPMs and regions using the summer months to negotiate commitments for performance measures in the FY 2008 NPM Guidance documents. States and tribes are encouraged to engage with their regions in the planning of draft FY 2008 commitments before they become final in Fall 2007. Ongoing attention to enhancing system and reporting capabilities is making it easier for NPMs and regions to retrieve data, which will continue to improve the process over the coming months.

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<sup>1</sup> See Attachment 4 of this guidance for the May 15, 2006 set of regional priorities.

## II. Development of FY 2008 National Program Manager Guidance

This section of OCFO's guidance is organized around four key areas and associated requirements for NPMs in developing the FY 2008 Guidance documents:

- A) Consideration of Regional Priorities;
- B) Guidelines for Developing FY 2008 Measures;
- C) Strengthening State Grant Workplans and Implementing Measures Template; and
- D) Format Requirements and Key Milestones for FY 2008 NPM Guidance.

### A. Consideration of Regional Priorities

Over the past few years, EPA has been working to align and strengthen regional and national program priority setting. In Fall 2005, the Deputy Administrator asked the regions to identify a limited number of regional and state priorities.

To enhance alignment efforts, NPMs should ensure that FY 2008 NPM Guidance documents reflect deliberate consideration and meaningful incorporation, whenever possible, of regional priorities in the development of their national program priorities. When developing FY 2008 Guidance, NPMs are to determine how these regional priorities align with national program priorities. (See **Attachment 4** or EPA's Quickplace site<sup>2</sup> for a list of the regional priorities by region.) NPMs should identify areas where priorities are the same, similar but complementary, or different, and consider how the regional priorities can inform, be integrated into, or support the accomplishment of the national program priorities. A description of how the regional priorities have directly or indirectly helped influence or support the national priorities is to be included in the Executive Summary and other relevant sections of the NPM Guidance.

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<sup>2</sup> Available at <http://epaquickplace1.rtp.epa.gov/selectedregionalpriorities>. Contact Mark Flory of OCIR for access.

## B. Guidelines for Developing FY 2008 Measures

For FY 2008, OCFO is working with NPMs, regions, and our state and tribal partners to take a more rigorous look at refining the set of measures in the FY 2008 NPM Guidance documents and at better aligning these measures with other Agency measures in our annual planning and budget documents. To facilitate this measures analysis, OCFO prepared a “crosswalk”<sup>3</sup> of measures from the FY 2007 NPM Guidance documents, showing linkages with other Agency measures, including measures developed for OMB’s Program Assessment Rating Tool (PART) and annual performance measures in EPA’s FY 2007 President’s Budget.

As part of your National Program Guidance, each Headquarters Program Office (Program Office) should use its Environmental Justice Action Plan and the Agency's Strategic Plan to identify activities, initiatives, and/or strategies that should be implemented by the Regions, or by the Program Office itself, that address the integration of environmental justice in Calendar Year 2007 and FY 2008. To the extent possible, these activities, initiatives, and/or strategies should be incorporated into your planning, budgeting documents, and program agreements.

NPMs should strive for the smallest set of measures needed to demonstrate national program accountability, communicate results, and enable program planning and management. When developing the FY 2008 measures NPMs should consider:

- Results from the State Reporting Burden Reduction and the Measures Streamlining Initiatives launched in October 2005 by the Deputy Administrator;
- Compliance with agreed upon measures criteria (see Figure 1);
- Incorporation of regional priority measures;
- Alignment with PART measures;
- Requirements associated with state grant template measures; and
- Results of internal reviews and key stakeholder comments and suggestions.

*Figure 1*

### **FY 2008 Measures Criteria**

*Measures should:*

- Describe a key aspect of program progress in support of a strategic target (or the lowest level in the architecture with quantifiable measures) in EPA’s *2006-2011 Strategic Plan*;
- Serve multiple performance assessment purposes to the extent possible (e.g., as an annual commitment measure and regional priority measure);
- Be useful to HQ or regions to track progress and guide decision making;
- Be clearly defined with an identified data source
- Make use of existing data systems (e.g, draw from SDWIS, PCS, etc.); and
- Not be redundant with other measures.

<sup>3</sup> See the October 11, 2006 memo titled *State Reporting Burden and Measures Streamlining Initiatives*, signed by Deputy Administrator Marcus Peacock for more information and instructions on how to retrieve this crosswalk. This memo is posted on-line at: <http://www.epa.gov/ocfo/npmguidance/index.htm>.

## 1. State Reporting Burden and Measures Streamlining Initiatives

On October 11, 2006, the Deputy Administrator signed a memorandum entitled, *State Reporting Burden and Measures Streamlining Initiatives*,<sup>4</sup> to provide an important opportunity for our state partners and EPA to identify burdensome requirements and measures for potential deletion or modification. The purpose of these initiatives is to help develop a smaller set of reporting requirements including performance measures that are useful for monitoring Agency performance. Additionally, the Agency is undertaking an effort for senior management to identify the fewest meaningful measures that are useful to them in assessing program performance. More details on this effort will be coming out soon from the Deputy Administrator.

NPMs should consider information from their internal review of measures with partners and stakeholders, as well as recommendations from the Reporting Burden Reduction and Measures Review and Streamlining Initiatives, when developing their preliminary list of streamlined FY 2008 measures. The initial list of FY 2008 measures is due to OCFO on **December 20, 2006**, and will not be considered final until the final guidance documents are issued in April, 2007.

NPMs will work with their Lead Region Coordinators (LRCs) during December and January to consider recommendations from the various measures review efforts. In early January, NPMs will meet with their LRCs to discuss and resolve as many outstanding issues as possible. OCFO expects to share the results of these efforts with Agency senior managers and EPA's Deputy Administrator in mid-to-late January; unresolved issues will be elevated to each NPM's Deputy Assistant Administrator and their lead region's Deputy Regional Administrator. NPMs and/or regions will elevate any remaining issues to EPA's Chief Financial Officer (CFO) and then, as necessary, to the Deputy Administrator, in order to identify the initial set of FY 2008 measures to be included in the draft FY 2008 NPM Guidance.

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<sup>4</sup> <http://www.epa.gov/ocfo/npmguidance/index.htm>

<b>Key Milestones for the FY 2008 Measures Review and Streamlining Initiative</b>	
October 11, 2006	Memo to Regional Administrators and Environmental State Commissioners launching State Reporting Burden Initiative and FY 2008 Annual Commitment Measures Review effort ( <a href="http://www.epa.gov/ocfo/npmguidance/index.htm">http://www.epa.gov/ocfo/npmguidance/index.htm</a> )
November 22, 2006	OCFO receives measure recommendations from states and forwards to appropriate NPMs and regions.
December 8, 2006	OCFO receives measure recommendations from regions and forwards to appropriate NPMs.
December 13, 2006	OCFO provides an aggregate summary of recommendations to states, regions and NPMs
December 20, 2006	NPMs submit preliminary list of measures to OCFO and their LRCs.
Early January, 2007	NPMs meet with their LRCs to discuss and resolve as many outstanding issues as possible.
Mid-to-late January, 2007	Meeting with Agency senior management and the Deputy Administrator on initial results/findings.
Mid-to-late January, 2007	NPMs/regions escalate outstanding issues to the CFO and, as necessary, to the Deputy Administrator for final decisions.
February 23, 2007	NPMs incorporate measures into their Draft FY 2008 NPM Guidance documents for review and comment.

## 2. Integrating Regional Priority Measures

NPMs are to work cooperatively with the regions to better integrate regional priority measures (i.e. selected regional priority measures, formerly eco-region measures) and annual commitment measures in their FY 2008 NPM Guidance. The current set of regional priority measures has been distributed to NPMs and is available through a Quickplace site located at <http://epaquickplace1.rtp.epa.gov/selectedregionalpriorities><sup>5</sup> or from Judy Kertcher or Mark Flory of OCIR. Specifically, NPMs should evaluate all regional priority measures which are relevant to their program and determine how they align with current annual commitment measures to see where they can substitute for or be readily merged with current annual commitment measures. Not all regional priority measures will be appropriate as annual commitment measures. NPMs should consider the regional recommendations from the Measures Review and Streamlining Initiative when reviewing regional priority measures as potential candidates for national annual commitment measures. In some instances there may be valid reasons to have two distinct measures in the same area (i.e., both an annual commitment measure and a regional priority measure). For example, a regional priority measure may be a strong candidate for an improved national measure but it may not yet be ready for immediate national application.

In the executive summary of their FY2008 Guidance, NPMs should describe the results of their efforts to integrate regional priorities and measures into their guidance documents. In addition, NPMs are to submit a chart that identifies those regional priority measures incorporated into the NPM Guidance, those that were not incorporated but support the achievement of an

<sup>5</sup> Access to the *Regional Priorities* site is restricted; contact Mark Flory of OCIR for access.

annual commitment measure, and those that were not incorporated and do not support an annual commitment measure with a brief explanation to OCFO by February 5, 2007.

For more information, NPMs should contact the Regional Planning Contact(s) for the appropriate Region(s) or OCIR (See **Attachment 1** for a list of Contacts.) OCFO is working with the Office of Congressional and Intergovernmental Relations (OCIR) and the Office of Policy, Economics and Innovation (OPEI) to establish a work group with representatives from the national program and regional offices at the request of the Deputy Administrator. The group will address consistency and format issues with the regional priority measures.

### **3. Considering PART Measures**

Since 2002, fifty-one Agency programs have been assessed using OMB's PART. The findings of the PART assessments are essential inputs into EPA's annual planning and budgeting process and are used to influence program improvements and justify funding requests, management actions, and legislative proposals. Ideally, NPMs will maintain a set of measures that includes all PART measures and the minimal set of additional measures required to track program activities. It is important that NPMs consider the role and possible use of PART measures in the development of the FY 2008 annual commitment measures.

## 4. Strengthening State Grant Workplans and Implementing Measures Template

EPA grant regulations in 40 CFR Part 35 require workplans to include a set of components, with corresponding budgets, workyears, and measures (i.e., outcomes and outputs) for each workplan component. Consistent with EPA's efforts to demonstrate grant results, NPMs and regions, in cooperation with their state and tribal partners, should consider developing generally acceptable core workplan components or core workplan measures that regions and states could agree to use as a basis for developing and negotiating their workplans. NPMs are encouraged to provide examples of measures for specific grants as appropriate (e.g., options for short-term/long-term outcome measures).

In the FY 2007 President's Budget, OMB directed EPA to develop a standardized state grant performance measures template to provide state-specific performance measures to assess progress for activities funded by continuing environmental program grants (e.g., categorical grants, Performance Partnership Grants (PPGs)). The purpose of the template is to improve the ability of EPA and states to demonstrate results from such grants (see Figure 2 for more information). End-of-year reporting for these measures is included as part of the Agency's annual commitment process. See Section III (page 15-16) of this guidance for more details.

The state grant performance measures template has accelerated the states' and EPA's efforts to work together to develop better performance measures and enhance the alignment of state grant workplan goals and measures with EPA's *Strategic Plan* architecture. These improvements have strengthened the Agency's ability to demonstrate grant results to OMB, Congress and the public. It is important that EPA and the states build on this effort to ensure that state grant workplans meet the basic requirements necessary to facilitate the translation of state grant results into the Agency's strategic and annual planning, budgeting, and accountability processes.

Looking ahead to FY 2008, EPA plans to follow a similar approach to the one we developed for FY 2007. We expect to expand the universe of measures beyond those identified

*Figure 2*

### **What does the state grant performance measures template do?**

- Links to EPA's *2006-2011 Strategic Plan*, long-term and annual goals;
- Uses existing measures and data sources to the extent possible;
- Augments current partnership agreements and grant workplans;
- Provides a consistent approach to identifying grant performance measures;
- Establishes a standard set of measures that EPA will report for 14 state program implementation grants;
- Improves the ability of EPA and states to demonstrate results from grant agreements;
- Enables analysis and comparison of data over time and across states;
- Highlights outcome measures in state grant workplans;
- Focuses EPA and states on management actions to improve outcomes; and
- Reinforces EPA's Environmental Results Order and Grants Management Plan.

*For more information:*

<http://www.epa.gov/ocfo/npmguidance/template.htm>

for FY 2007, which drew largely upon existing annual performance measures that support the annual commitment process, and consider results from the *State Reporting Burden Reduction and Measures Streamlining Initiatives*. NPMs and Regions will consult with states in identifying additional measures and align the proposed FY 2008 state performance grant template measures with *EPA's 2006-2011 Strategic Plan*. For FY 2008, regions may ask that states provide them with targets for the commitment measures, but state specific targets/commitments will not be required or reported at the national level. Draft FY 2008 NPM Guidance published in February 2007, should clearly identify, among the universe of measures being proposed for FY 2008, the subset of measures being proposed as FY 2008 state grant template measures. In an effort to improve readability of state grant template measures information, OCFO has created a new ORBIT report, titled "State Grant Template Measures Appendix" (available in December 2006), to generate their appendix of state grant template measures. The template, which includes key measures of performance, must be attached to each FY 2008 grant agreement.

## C. Format Requirements and Key Milestones for FY 2008 NPM Guidance

Programs continue to have flexibility to create their guidance documents for FY 2008 in the manner they believe most appropriate, however, OCFO requires that all FY 2008 NPM Guidance include the following elements:

- A paginated table of contents.
- An Executive Summary that discusses key national priorities and highlights implementation strategies. NPMs should describe the results of their efforts to integrate regional priorities and measures into the Guidance. **Attachment 5** outlines the requirements for this section.
- Discussions of key national program strategies and priorities involving regions, states, or tribes.
- State grant workplan instructions for regions and states on addressing the issues of grant workplan components and performance measures.
- An FY 2008 Measures Appendix for easy reference and clear identification of annual commitment measures and non-commitment indicators that require reporting by the regions, states or tribes. NPMs are strongly encouraged to include draft national targets for FY 2008 measures, as well as draft regional targets to the extent that NPMs wish to communicate initial performance expectations based on discussions already underway with regions. NPMs are encouraged to set targets no lower than last year's actual results unless there is a specific reason to do so. NPMs are required to develop their measures appendix by using a new, standard ORBIT report. Instructions on running the ORBIT report for use in formatting this appendix are included in **Attachment 6**. For further guidance on the development of measures and relevant FY 2008 processes, see Guidelines for Developing FY 2008 Measures (part B of this section, pages 5-10).
- An FY 2008 State Grant Template Measures Appendix for easy reference and clear identification of all NPM measures subject to the FY 2008 state grant measures template. NPMs are required to develop their appendix of state grant template measures using a new, standard ORBIT report, titled "State Grant Template Measures Appendix", which is located under ORBIT's standard "Performance" reports and will be available in December 2006.
- A brief synopsis of the NPM's feedback process to help ensure accountability. NPMs are expected to establish a clear, systematic feedback process to tell stakeholders how they considered major comments. In addition to language within the Guidance, NPMs are required to submit information to OCFO about the nature of comments received. NPMs must provide with their submission of their final Guidance: 1) a list of organizations that submitted comments; and 2) a summary of key comments received on the draft FY 2008

NPM Guidance and a brief explanation as to how these comments were addressed or incorporated into the final Guidance.

NPMs should submit draft and final NPM guidance documents to OCFO in a PDF format that is compliant with §508 of the U.S. Rehabilitation Act, which requires that all Federal Government web pages are accessible to people with disabilities.<sup>6</sup> In an effort to expedite the posting of the documents to OCFO's website, NPMs should follow these guidelines in accordance with EPA Order 2100.1. For more information, see *EPA Web Work Group, Accessibility/508 Standards* at <http://intranet.epa.gov/webgroup/accessibility.html>

Distribution of FY 2008 NPM Guidance will be handled as in past years: OCFO will e-mail the OCFO website link to NPMs, regions, states and tribes so that priorities, strategies, and measures can be considered for all national programs concurrently. Note that OCFO's schedule of milestones below allows approximately four weeks for regions, states, and tribes to review and comment on the draft FY 2008 NPM Guidance. Throughout this time, NPMs are encouraged to engage in a dialogue with regions, states and tribes as appropriate.

<b>Key Milestones for Development of the FY 2008 National Program Manager Guidance</b>	
November 30, 2006	OCFO's Guidance on NPM Guidance, the Annual Commitment Process and System and other FY 2008 planning, budgeting and accountability processes
February 5, 2007	NPMs provide Draft FY 2008 Guidance to OCFO for Deputy Administrator review. NPMs also submit discussion of results of integration of regional priority measures into NPM Guidance.
February 12-16, 2007	Deputy Administrator reviews draft NPM Guidance
February 19, 2007	NPMs receive comments from Deputy Administrator on draft NPM Guidance
February 23, 2007	Draft FY 2008 NPM Guidance Due to OCFO
February 28, 2007	Draft FY 2008 NPM Guidance posted on OCFO's internet webpage
March 1 – April 6, 2007	Regions, states, and tribes provide comments on Draft FY 2008 NPM Guidance
April 20, 2007	Final FY 2008 NPM Guidance and brief synopsis of feedback due
April 27, 2007	Final FY 2008 NPM Guidance posted on OCFO's internet webpage

<sup>6</sup> See <http://www.section508.gov/> for government-wide Section 508 information.

### III. Annual Commitment Process and System

The Annual Commitment System (ACS) is becoming an important central repository of Agency performance information, in part because of its flexible design and its openness and availability to all headquarters and regional offices. Established in 2004, EPA's ACS is currently used to track:

- Annual regional performance commitment information and results against these commitments;
- Internal NPM and regional measures;
- Organizational Assessment measures, a component of the SES performance appraisal process managed by EPA's Office of Administration and Resources Management;
- State grant template measures; and
- A subset of PART measures.

We expect that the ACS will continue to expand in its role as a central repository, adding regional priority (formerly eco-region) measures and other Quarterly Management Report measures in FY 2007. User manuals, training materials, data entry requirements, key dates and contacts, and other information about the ACS can be found, for EPA users only, on OCFO's intranet website at <http://intranet.epa.gov/ocfo/acs>.

This section discusses requirements associated with the annual commitment process, including:

- A) Linking Annual Commitment Measures in the ACS with National Goals and Measures;
- B) Regional Priority Measures;
- C) Performance Tracking and Reporting of FY 2007 Actual Results;
- D) Negotiation and Agreement of FY 2008 Performance Commitments.

## **A. Linking Annual Commitment Measures in the ACS with National Goals and Measures**

It is becoming increasingly important to identify and examine the relationships among Agency measures, particularly given recent Agency-wide efforts to streamline measures and reduce reporting burden. The ACS is one tool the Agency can use to help demonstrate measure linkages, and NPMs and regions are strongly encouraged to take advantage of the ACS' features that make this possible.

As NPMs and regions develop FY 2008 annual commitment measures in the ACS, they should make every effort to align their measures at the lowest level possible (e.g., the annual performance measure) of EPA's performance measurement framework. In instances when an annual commitment measure is identical to an annual performance measure (denoted "PM" in the ACS) alignment of these measures is made by selecting the "Direct PM Linkage" checkbox in the ACS after drilling down to the PM level in the architecture. Measure relationships can also be demonstrated in the ACS when one or more commitment measures simply contribute to or support the achievement of a particular annual performance measure but is not identical to the annual performance measure. If the selected links to the architecture extend down to the PM level in ACS but the "Direct PM Linkage" is not checked, the commitment measure is regarded as a contributor to the PM.

## **B. Regional Priority Measures**

As part of the effort to automate the Quarterly Management Report (QMR) process, regions will be expected to enter FY 2007 regional priority measures in the ACS. Before regions can enter these measures in ACS, all regions associated with a specific measure must agree on its unique identifier (or ACS code), text, units, etc. OCFO will provide further guidance on these issues as they are resolved in early calendar year 2007.

## C. Performance Tracking and Reporting of FY 2007 Actual Results

As discussed in OCFO's September 21, 2006, Annual Commitment System guidance, agreement on all FY 2007 performance commitments should have been reached by mid-October 2006. States and tribes can view regional reports showing the final set of FY 2007 agreed-upon commitments (those with the "Parties in Agreement (bidding closed)" box checked) on EPA's password-protected external Quickplace website (see Figure 3). OCFO expects regions and NPMs to adhere to the commitments they agreed to for FY 2007, and to use the "Comments" field on the results screen in the ACS to raise performance issues or explain differences that occur between the FY 2007 commitment and actual performance.

Data quality in the ACS is vital since performance results inform the Agency's annual planning, budgeting and accountability process. As FY 2007 progresses, OCFO will conduct quality checks within the ACS to ensure that NPMs have linked FY 2007 commitments to annual performance goals and measures in the Agency's Budget Automation System (BAS), as appropriate, and that FY 2007 annual commitments are appropriately agreed upon in the ACS.

To protect data quality with regard to FY 2007 commitments and beyond, OCFO has added a new locking feature in the ACS to ensure that commitments are not changed after they are finalized, except in rare circumstances. Accordingly, NPMs and regions will be prevented from changing FY 2007 commitments in the ACS in December 2006, after this system change takes effect. ACS users will continue to be unable to change FY 2007 commitments until a brief, two-week period in Spring 2007 when the system will be reopened again for NPMs to work with their regions, if necessary, to make mid-year adjustments only for commitments NOT associated with annual performance goals and measures in EPA's FY 2007 Budget.

### 1. Annual Commitment Measures

Consideration of actual performance achieved against annual regional performance commitments will inform the Agency's thinking about priorities for FY 2009 planning and budgeting and negotiation of FY 2008 regional performance commitments. Look for more information on FY 2007 mid-year reporting in OCFO's FY 2009 Annual Planning and

Figure 3

#### **Quickplace Reports and Information:**

##### **What is it?**

An EPA password-protected external website for EPA's state and tribal shareholders to view annual commitments and performance information.

##### **Where is it?**

<https://epaqpx.rtp.epa.gov/commitments>

##### **What's in there now?**

Regional reports showing the draft and final sets of FY 2005, FY 2006, and FY 2007 agreed-upon commitments.

##### **What's going to be in there later?**

- Draft FY 2008 commitments (July 2007)
- Final FY 2008 commitments (Sept. 2007)

##### **What will the States and Tribes see in the reports?**

All NPM measures and draft and final commitments involving state or tribal performance contributions.

**For more information see Attachment 7.**

Budgeting Guidance (to be issued in Spring 2007), and on FY 2007 end-of-year reporting in OCFO’s FY 2007 Performance and Accountability Report Guidance (to be issued in early Summer 2007).

For NPMs who prefer to import FY 2007 actual performance data from existing NPM databases into the ACS, OCFO has developed an import format with instructions to facilitate this process. More information on the data import process can be found on the ACS intranet website at <http://intranet.epa.gov/ocfo.acs> in “Training Materials, Handouts.”

## 2. State Grant Template Measures

Regions are required to enter state-by-state, end-of-year performance information in the ACS for all FY 2007 state grant template measures (unless reported to the NPM via some other means). NPMs and regions have the ability to report FY 2007 end-of-year data by generating reports using OCFO’s Reporting and Business Intelligence Tool (ORBIT). OCFO is in the process of developing a customized ORBIT report which, upon its completion, will be shared with NPMs and regions. More detailed information on FY 2007 end-of-year reporting for state grant template measures will be made available at a later date. OCFO will post reports of FY 2007 end-of-year performance information for these measures on EPA's Regional Commitments Quickplace website (see **Attachment 7** for details).

## 3. Performance Reports

Reports on performance information tracked in the ACS can be generated from two different systems: the ACS itself and OCFO’s Reporting and Business Intelligence Tool (ORBIT). Reports from each tool are similar in content but array the information differently. OCFO recommends the use of ORBIT reports since they are easier to run and allow the user to control how the information is displayed. More information about reports available from the ACS and ORBIT can be found on the ACS intranet website at <http://intranet.epa.gov/ocfo/acs> in “Training Materials, Handouts.”

<b>Key Milestones for the Performance Tracking of FY 2007 Actuals</b>	
December 2006	FY 2007 Commitments are locked out in the ACS to prevent any adjustments
March – April, 2007	Actual FY 2007 mid-year data entered into the ACS
May 28 – June 8, 2007	ACS is reopened to allow mid-year adjustments to FY 2007 commitments, only if necessary
October 2007	Regions enter actual FY 2007 end-of-year data in the ACS

## D. Negotiation and agreement of FY 2008 performance commitments

As the Agency did for FY 2007, regions will set draft and final performance commitments for FY 2008 jointly with NPMs, states, and tribes. National program managers are expected to exercise flexibility during their negotiations with the regions on the annual performance commitments in order to support accomplishment of both national priorities and regional priorities. National program measures and regional commitments will be entered into the ACS, along with any comments or explanations. Note that FY 2008 performance commitment information will be entered in the ACS under the new *2006-2011 Strategic Plan* architecture.

For FY 2008, regions should, to the extent possible, develop state-by-state and tribal breakouts of draft targets and final commitments and use the ACS to reflect these breakouts. State-by-state and tribal breakouts provide additional transparency to the commitment process and allow state and tribal partners to clearly see their contributions to achieving a regional commitment. Instructions to the regions for developing state and tribal breakouts are available in the Regional Users Manual for the ACS, available at <http://intranet.epa.gov/ocfo.acs>.

### 1. Developing FY 2008 Annual Commitment Measures

As a starting point for developing FY 2008 annual commitment measures, OCFO will copy FY 2007 measures in the ACS in December 2006. This will allow for NPMs to edit or delete (or add additional FY 2008 measures) as needed to reflect ongoing measures-related discussions. OCFO will also copy the same measure assignments for regions and state and tribal partners associated with each measure, but without any FY 2007 performance information.

Specifically for state grant template measures, NPMs must ensure that all FY 2008 state grant template measures are entered into the ACS and flagged accordingly by checking the box entitled "Grant Program" in the upper right corner of the Edit Screen. NPMs should also ensure that all associated national baseline information for each measure is entered into the ACS in the "Baseline" and "As of Date" fields of the "Natl" row on the Edit Screen. Regions are **REQUIRED** to enter state-by-state baseline information for state grant template measures, where available, in the Edit Screen by selecting the appropriate state shareholder and entering the corresponding baseline information in the "Baseline" and "As of Date" fields. Record results data for each state on the corresponding Commitment Results Screen in accordance with the schedule established for the FY 2008 Annual Commitment Process.

The text of the FY 2008 annual commitment measures should be finalized by NPMs in the ACS no later than **Friday, April 27, 2007**, two weeks after the final *FY 2008 NPM Guidances* are due to OCFO. NPMs initiate the commitment process in the ACS by entering a value in the "Proposed Bid" field for each commitment measure. NPMs can use the opportunity to start the bidding process when updating or entering commitment measures in the ACS by either proposing an initial commitment for each measure or by populating the "Proposed Bid" field with a value of "0". This year, OCFO strongly encourages NPMs to develop measure text and ACS codes that will remain static for FY 2008 through FY 2011, corresponding to the

strategic architecture of EPA's 2006-2011 Strategic Plan.

## **2. Draft FY 2008 Commitments**

Negotiations may begin as soon as NPMs have finalized their measures in the ACS to allow regions sufficient time to consult with their states and tribes. Draft FY 2008 regional performance commitments are due in the ACS no later than **Monday, July 9, 2007**, and should reflect Deputy Regional Administrator (DRA) approval. Similar to the FY 2007 process, OCFO will run a report of draft FY 2008 commitments for states and tribes to view on EPA's password-protected external Quickplace website.

The reports of draft FY 2008 regional performance commitments will be sent to EPA planning contacts for review for accuracy. OCFO will then post the reports on the Quickplace website for state and tribal partners to view no later than **Monday, July 16, 2007**. Please note that these reports will represent a snapshot of negotiations as of July 9; OCFO expects negotiations to continue throughout the summer (e.g., ongoing dialogue between headquarters, regions, states, and tribes). States and tribes are encouraged to review and provide comments to appropriate regional offices on the draft commitments before agreement is reached on the final performance commitments. More information about the Quickplace website is provided in **Attachment 7**.

## **3. Final FY 2008 Commitments**

Regions should enter final FY 2008 commitment bids in the ACS no later than **Friday, September 21, 2007**. NPMs and regions should come to agreement on the final FY 2008 commitments by **Monday, October 8, 2007**. It is important that DRAs remain informed throughout this process, as all final commitments should reflect DRA approval by the September 21 deadline. NPMs are encouraged to consider and respond to all regional commitments within 2 weeks from the time in which they are entered into the ACS. OCFO will run a report of final agreed-upon FY 2008 commitments to be posted on OCFO's password-protected external Quickplace website (after review for accuracy by EPA planning contacts) no later than **Friday, October 12, 2007**.

Program and regional managers should elevate disputes or issues requiring resolution up their appropriate management chains to DAAs and DRAs. Issues to be raised by OCFO's deadline of **September 28, 2007**, should have gone beyond staff and front-line management discussions so that the dispute resolution process is under way by the time OCFO is notified.

### **Key Milestones for the Negotiation and Agreement of FY 2008 Performance Commitments**

November 30, 2006	OCFO's Guidance on NPM Guidance, the Annual Commitment Process and System, and other FY 2008 planning, budgeting and accountability processes
December 2006	OCFO copies FY 2007 measures into the ACS as draft FY 2008 measures
March – June 29, 2007	Regions engage NPMs, states and tribes in determining FY 2008 draft regional performance commitments
April 27, 2007	Text of FY 2008 commitments finalized in the ACS; commitment measures opened for bidding
July 9, 2007	FY 2008 draft regional performance commitments due in the ACS
July 9 – September, 2007	Regions continue to engage NPMs, states and tribes in determining FY 2008 regional performance commitments
July 16, 2007	FY 2008 draft annual regional commitments are posted on EPA Quickplace site
September 21, 2007	FY 2008 final commitment information due in the ACS
September 28, 2007	NPMs and regions notify OCFO of any outstanding issues for dispute resolution
October 8, 2007	NPMs and regions reach agreement in the ACS on FY 2008 performance commitments
October 12, 2007	FY 2008 final commitments (for which agreement was reached) are posted on EPA Quickplace
October 31, 2007	FY 2008 Commitments are locked out in the ACS to prevent any adjustments

Attachment 1

**For More Information: Key Contacts and Web Links**

**OCFO Contacts**

*Please direct questions on this guidance to the following OCFO staff:*

- General Information.....Will Anderson (202-564-1434)
- National Program Guidance.....Alison Pierce (202-564-2437)
- Integration of Regional Priorities and Measures  
into NPM Guidance..... Maria Williams (202-564-3021)
- Annual Commitment System (general) .....Will Anderson (202-564-1434)
- Annual Commitment System (technical)..... Sara Strasser (202-564-2446)
- Program Assessment Rating Tool..... Danielle Salvaterra (202-564-1631)

**OCIR Contacts**

- Regional Priorities.....Judy Kertcher (202-564-3100)  
Mark Flory (202-564-3100)
- State Grant Template.....Pam Luttner (202-564-3107)

**OGD Contacts**

- State Grant Template.....Howard Corcoran (202-564-1903)

**Regional Planning Contacts**

- Region 1.....Matt Hoagland (617-918-1361)
- Region 2.....Barbara Pastalove (212-637-3577)
- Region 3.....John Krakowiak (215-814-5611)
- Region 4.....Cory Berish (404-562-8276)
- Region 5.....Robert Tolpa (312-353-3121)
- Region 6.....Steve Mouck (214-665-6524)
- Region 7.....Richard Sumpter (913-551-7661)
- Region 8.....Ted Lanzano (303-312-6596)
- Region 9.....Loretta Barsamian (415-947-4268)
- Region 10.....Kathy Kelley (206-553-2961)

## Key Web Links for More Information

- EPA's 2006-2011 Strategic Plan
  - o <http://epa.gov/ocfo/plan.htm> (external)
  - o <http://intranet.epa.gov/ocfo/plan/plan.htm> (internal)
- OCFO NPM Guidance Page
  - o <http://www.epa.gov/ocfo/npmguidance/index.htm>
- Regional Priorities Quickplace (accessible only with password<sup>7</sup>)
  - o <http://epaquickplace1.rtp.epa.gov/selectedregionalpriorities>
- Annual Commitment System
  - o <http://intranet.epa.gov/ocfo/acs> (internal)
- Quickplace Commitment Site (accessible only with password)
  - o <https://epaqp.rtp.epa.gov/commitments>
- State Grant Template Measures (from last year):
  - o <http://www.epa.gov/ocfo/npmguidance/template.htm>

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<sup>7</sup> Contact Mark Flory of OCIR for access.

## Attachment 2

### NPM Checklist for OCFO Operating Guidance

#### **By December 20<sup>th</sup>:**

- NPMs submit to OCFO and Lead Regional Coordinators (LRCs) their first candidate list of measures; identify areas for expected increases and decreases in measures.
  - NPMs should consider information from their internal review of measures with partners and stakeholders, as well as recommendations from the Reporting Burden Reduction and Measures Review and Streamlining Initiatives, when developing their preliminary list of streamlined FY 2008 measures.

#### **By early January:**

- NPMs meet with their LRCs to discuss as many outstanding issues as possible related to the measures review.

#### **By Mid-Late January:**

- NPMs/regions elevate outstanding issues related to the measures review to the CFO and, as necessary, to the DA for final decisions.

#### **By February 5<sup>th</sup>:**

- NPMs provides to OCFO their Draft FY 2008 NPM Guidance for DA review that includes:
  - A chart that identifies those regional priority measures incorporated into the NPM Guidance, those that were not incorporated but support the achievement of an annual commitment measure, and those that were not incorporated and do not support an annual commitment measure with a brief explanation to OCFO;
  - An executive summary, as explained on page 11 and outlined in Attachment 5

#### **By February 23<sup>rd</sup>:**

- NPMs submit their Draft FY 2008 NPM Guidance to OCFO.
  - NPMs incorporate measures into their Drafts.

#### **By April 13<sup>th</sup>:**

- NPMs submit Final FY 2008 NPM Guidance and brief synopsis of feedback to OCFO.

#### **By April 27<sup>th</sup>:**

- NPMs finalize text of FY 2008 commitments in the ACS.
  - OCFO strongly encourages NPMs to develop measure text and ACS codes that will remain static for FY 2008 through FY 2011, corresponding to the strategic architecture of EPA's *2006-2011 Strategic Plan*.

#### **By June 8<sup>th</sup>:**

- Midyear adjustments to FY 2007 ACS commitments are made, only if necessary.

**By July 9<sup>th</sup>:**

- Regions input their FY 2008 draft regional performance commitments in the ACS.
  - Regions provided draft commitments, and, to the extent possible, should include draft state-by-state breakouts.

**By October:**

- Regions enter actual FY 2007 end-of-year data in the ACS.

**By September 21<sup>st</sup>:**

- Regions enter FY 2008 final bids on commitments in the ACS.

**By September 28<sup>th</sup>:**

- NPMs and regions notify OCFO's Alison Pierce ([pierce.alison@epa.gov](mailto:pierce.alison@epa.gov)) of any outstanding issues for dispute resolution.
  - Program and regional managers should elevate disputes or issues requiring resolution up their appropriate management chains to DAAs and DRAs. Issues to be raised by OCFO's deadline should have gone beyond staff and front-line management discussions so that the dispute resolution process is under way by the time OCFO is notified.

**By October 8<sup>th</sup>:**

- NPMs and regions reach agreement in the ACS on FY 2008 performance commitments and close-out bidding.

### Attachment 3

## Key Milestones for FY 2008

Process Codes: RPM = Regional Priority Measures  
 G = NPM Guidance  
 ACP = Annual Commitment Process  
 MR = Measures Review

Target date	Process Code	FY	Milestone	NPM/Regional Action Item	Page
October 11, 2006	MR	08	Deputy Administrator's memo to Regional Administrators and Environmental State Commissioners launching State Reporting Burden and Measures Review and Streamlining Initiatives.		6
October – December 2006	MR	08	Various NPM processes implemented to engage regions and states in reviewing FY 2007 NPM Guidance measures for consideration in developing FY 2008 commitment measures.	X	
November 22, 2006	MR	08	OCFO receives measure recommendations from states and forwards them to appropriate NPMs and regions.	X	7
November 30, 2006	RPM, G, ACP, MR	07, 08	OCFO issues its Guidance on FY 2008 NPM Guidance and the Annual Commitment Process and System		12, 19
December 2006	ACP	07	OCFO locks ACS to prevent adjustments to agreed FY 2007 commitments.		15, 16
December 2006	ACP	08	OCFO copies FY 2007 measures into the ACS as draft FY 2008 measures. NPMs begin editing as needed.	X	17, 19
December 8, 2006	MR	08	OCFO receives measure recommendations from regions and forwards to appropriate NPMs.	X	7
Mid-December, 2006	MR	08	NPMs review/analyze recommendations from reporting burden and measures streamlining initiatives; develop list of initial results.	X	
December 13, 2006	MR	08	OCFO provides an aggregate summary of measures recommendations to states, regions and NPMs.		7
December 20, 2006	MR	08	NPMs submit to OCFO and Lead Region Coordinators (LRCs) their first candidate list of measures; identify areas for	X	6

Target date	Process Code	FY	Milestone	NPM/Regional Action Item	Page
			expected increases and decreases in measures.		
January 2007	MR	08	NPMs meet with their LRCs to discuss as many outstanding issues as possible.	X	6
Mid-to-late January, 2007	MR	08	OCFO leads meeting with Agency senior management and briefing the Deputy Administrator on preliminary results of the Measures Review and Streamlining Initiative.		6
Mid-to-late January, 2007	MR	08	NPMs/regions elevate outstanding measures issues to the CFO and, as necessary, to the DA for final decisions.	X	7
Jan. – Sept., 2007		09	FY 2009 planning and budgeting discussions.		
February 5, 2007	G, RPM	08	NPMs provide Draft FY 2008 Guidance to OCFO for Deputy Administrator review. NPMs also submit results of integration of regional priority measures into NPM Guidance to OCFO.	X	12
February 12-16, 2007	G	07, 08	Deputy Administrator (DA) reviews draft NPM Guidance.		12
February 19, 2007	G	07, 08	NPMs receive comments from Deputy Administrator on draft NPM Guidance.		
February 23, 2007	G	07, 08	Draft FY 2008 NPM Guidance due to OCFO.	X	7, 12
February 28, 2007	G	07, 08	Draft FY 2008 NPM Guidance posted on OCFO's internet webpage.		12
Early Spring 2007	ACP	09	FY 2009 Annual Planning and Budget Guidance		15, 16
March 1 – April 6, 2007	G	07, 08	Regions, states and tribes provide comments on Draft FY 2008 NPM Guidance to NPMs.	X	12
March – April, 2007	ACP	07	Regions enter actual FY 2007 mid-year data into the ACS.		16
March – June 29, 2007	ACP	08	Regions engage NPMs, states and tribes in determining FY 2008 draft regional performance commitments.	X	19
April 20, 2007	G	07, 08	NPMs submit Final FY 2008 NPM Guidance and brief synopsis of feedback to OCFO.	X	12
April 27, 2007	G	08	Final FY 2008 NPM Guidance posted on OCFO's internet webpage.		12
April 27, 2007	ACP	08	NPMs finalize text of FY 2008 commitments in the ACS.	X	17, 19
May 28 – June 8, 2007	ACP	07	ACS is reopened to allow necessary mid-year adjustments to FY 2007 commitments, only if necessary.	X	15, 16

Target date	Process Code	FY	Milestone	NPM/Regional Action Item	Page
Summer 2007	ACP	07	FY 2007 Performance and Accountability Report Guidance issued		15, 16
July 9, 2007	ACP	08	Regions enter FY 2008 draft regional performance commitments in the ACS. Regions provided draft commitments, and, to the extent possible, should include draft state-by-state breakouts.	X	18, 19
July 9 – September, 2007	ACP	08	Regions continue to engage NPMs, states and tribes in determining FY 2008 regional performance commitments.	X	19
July 16, 2007	ACP	08	FY 2008 draft annual regional performance commitments are posted on EPA Quickplace by OCFO.		18, 19
September 10, 2007		09	Agency submits FY 2009 Annual Plan and Budget to OMB.		
September 21, 2007	ACP	08	Regions enter FY 2008 final bids on commitments in the ACS.	X	18, 19
September 28, 2007	ACP	08	NPMs and regions notify OCFO's Alison Pierce ( <a href="mailto:pierce.alison@epa.gov">pierce.alison@epa.gov</a> ) of any outstanding issues for dispute resolution.	X	18, 19
October 2007	ACP	07	Regions enter actual FY 2007 end-of-year data in the ACS.	X	16
October 8, 2007	ACP	08	NPMs and regions reach agreement in the ACS on FY 2008 performance commitments and close-out bidding.	X	18, 19
October 12, 2007	ACP	08	FY 2008 final commitments (for which agreement was reached) are posted on EPA Quickplace.		18, 19
October 31, 2007	ACP	08	FY 2008 commitments are locked out in the ACS to prevent any adjustments		19

Attachment 4

List of Regional Priorities as of May 15, 2006

Priority	Northeast			Great South		Midwest		Great American West		
	R1	R2	R3	R4	R6	R5	R7	R8	R9	R10
Air Quality (PM, O3, toxics)*	X	X	X	X	X	X	X	X	X	X
Land Revitalization	X	X	X							
Mining								X	X	X
Water Quality: Nutrient Loadings	X	X	X	X**	X**	X	X	X		
Water Quality: Sediment Loadings	X	X	X							
Beaches	X	X	X							
Agriculture (CAFO, nonpoint, etc.)						X	X	X	X	X
Energy Efficiency	X	X	X							
Energy: Oil and gas production					X			X	X	X
<b>Tribes</b>	X	X		X	X	X	X	X	X	X
<b>U.S. Mexico Border</b>					X				X	
Climate Change										X
Hurricane Recovery				X	X					
<b>Disaster Response Capability</b>	X	X	X	X	X	X	X	X	X	X
Lead Poisoning						X	X			
<b>Islands</b>		X							X	

**Bold:** These have been topical meetings held with representatives from each Region that is marked, not by eco-region.

\* Region 5 will meet as part of the NE eco-region and Region 7 will meet with South eco-region on this issue.

\*\* Regions 4 and 6 will be joined by Regions 3, 5, 7, and 8 to address hypoxia.

Many geographically-specific issues (e.g., Chesapeake Bay) will be discussed in the context of specific topics (e.g., Water Quality: Nutrient Loadings).

## Attachment 5

# Outline for Executive Summary of National Program Manager Guidance

Short, consistently formatted executive summaries of National Program Guidance have helped make these documents easier for national program and regional offices, states, and tribes to use. Consistent with previous years' policy, each NPM will produce an Executive Summary for its FY 2008 National Program Guidance following the structure outlined below. To be useful, Executive Summaries should be as brief as possible, not exceeding 3 pages.

## Outline for Executive Summary

- I. Program Office
- II. Introduction/Context  
*Briefly describe purpose and scope of the guidance. Describe new priorities and strategies for FY 2008 consistent with EPA's 2006-2011 Strategic Plan.*
- III. Program Priorities  
*List program priorities for FY 2008. As appropriate, note where priorities have shifted and explain why, including integration of regional priorities. Describe which areas within each priority could especially benefit from feedback from regions, states, and tribes.*
- IV. Implementation Strategies  
*As appropriate, highlight innovative strategies or alternative regional approaches. Note strategies that may have been added or changed as a result of regional changes or shifts in priorities or staffing for FY 2008. Describe which areas within each strategy could especially benefit from feedback from regions, states, and tribes.*
- V. Measures  
*Discuss the results of efforts to streamline and align measures. Along with any independent efforts initiated by the NPMs, there should be discussion of the Burden Reduction and Measures Streamlining Initiatives, as well as the work done with regional priority measures.*
- VI. Tracking Progress  
*Briefly discuss how you will monitor program progress.*
- VII. Program Contacts  
*List program contacts for 1) general questions or comments and 2) the Annual Commitment System.*

## Attachment 6

# Measures Appendix Instructions for National Program Manager Guidance

In an effort to improve readability and accessibility, this year OCFO is requiring that the measures appendices be formatted in a consistent and uniform manner. Mindful that different programs have and use different levels of detail in communicating with regions, states and tribes, OCFO is implementing a new approach to the measures appendices for FY 2008.

**The first appendix, required for all NPM Guidance documents,** lists basic measures information that is typically included in NPM Guidance. NPMs will use a new, standard ORBIT report (available in December 2006) to pull the measures information from the ACS to generate their measures appendix. A sample page from this ORBIT report is illustrated in Figure A-1 on the next page. NPMs can generate this appendix for their FY 2008 NPM measures by following these simple steps:

- Update the set of FY 2008 NPM Guidance measures in the ACS, and ensure that all information is accurate before generating the appendix.
- Access ORBIT via your ORBIT account.
- Under the list of Standard Reports, click on “Performance.”
- Click on the report titled “NPM Guidance Measures Appendix.”
- Run this report for the desired NPM.
- Save report results as a PDF file. The report can then be scaled to fit letter sized paper when printed.

Using ORBIT to generate the measures appendices in a consistent format will make it easier for readers to review the measures information across the different NPMs and comment on the guidance.

NPMs have the OPTION of creating a second, supplemental appendix with additional measures information for stakeholders if this is desired. A mock template is included in Figure A-2 as a general guideline, but NPMs are not required to use this exact format. See the FY 2007 National Water Program Guidance<sup>8</sup> for further formatting ideas.

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<sup>8</sup> Available at <http://www.epa.gov/ocfo/npmguidance/>

OSWER FY 2007 Commitment Table

G/O/S	ACS Code	Expected Text	Nat. Target	01	02	03	04	05	06	07	08	09	10	HQ
3.1.2	HW3	Number of RCRA hazardous waste management facilities with permits or approved controls in place.	75.00 (facilities)	4.00	3.00	2.00	9.00	6.00	18.00	4.00	2.00	8.00	3.00	
3.1.2	HW7	Number of RCRA facilities with updated controls for preventing releases due for permit renewal by 2006.	50.00 (facilities)	6.00	4.00	5.00	9.00	7.00	8.00	4.00	2.00	4.00	1.00	
3.1.2	ST1	Number of confirmed UST releases nationally.	under 10,000 (UST releases)											<10000
3.1.2	ST6	Percent increase of UST facilities that are in significant operational compliance with both release detection and release prevention (spill, overfill, and corrosion protection requirements).	1% (percent)											1%
3.1.2	TR1	Number of tribes covered by an integrated waste management plan.	(tribes)	1.00	1.00		0.00	1.00	0.00	1.00	3.00	12.00	4.00	
3.1.2	TR2	Number of open dumps in Indian country and other Tribal lands that are closed, cleaned up, or upgraded.	(Dumps)	0.00	0.00		0.00	2.00	1.00	0.00	2.00	20.00	2.00	
3.2.1	132	Number of Superfund-lead removal actions completed.	195.00 (removal actions)	13.00	21.00	8.00	20.00	20.00	16.00	27.00	10.00	5.00	10.00	Unresolved
3.2.1	133	Number of voluntary removal actions, overseen by EPA, completed.	120.00 (removal actions)	3.00	10.00	5.00	30.00	15.00	25.00	5.00	3.00	5.00	15.00	Unresolved
3.2.2	112	Reduce the number of LUST cleanups that exceed state risk-based standards for human exposure and groundwater migration (tracked as number of LUST cleanups completed).	13,000.00 (cleanups)	Unresolved										
3.2.2	113	Reduce the number of LUST cleanups that exceed risk-based standards for human exposure and groundwater migration in Indian Country.	30.00 (cleanups)		0.00	0.00	1.00	4.00	0.00	0.00	10.00	8.00	7.00	

**Figure A-1.** Sample page from the ORBIT Appendix report. For each commitment measure, the national target and the individual regional bids are shown.

**Figure A-2.** Sample template of more detailed measures appendix.

(#) Indicating S or T

(#National Priority)

Appendix (#)

**Measure # / ACS Code: (#)**

**National Office Lead: (#)**

**Architecture (Goal, Objective, Sub Objective): (#)**

**Measure Description: (#)**

	Reg 1	Reg 2	Reg 3	Reg 4	Reg 5	Reg 6	Reg 7	Reg 8	Reg 9	Reg 10	Total
(#Year) Baseline	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)
2006 End-of-Year	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)
2007 Commitment	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)
2007 Midyear	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)
2007 End-of-Year	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)
2008 Target	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)
Universe	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)	(#)

**2011 Target: (#)**

**National Program Manager Comments:**

(#)  
 Further opportunity to break out by states, tribes, etc w/in the measure by creating another table on the same page.

(#NPM) FY 2008 Commitment Table

#Date of Publication

(#page)

## Attachment 7

# Information about EPA's Regional Commitments Quickplace Website

OCFO will post reports of the FY 2008 regional draft performance commitments for EPA's State and Tribal partners to review no later than July 16, 2007. Ten reports (one for each region) will be available via a password-protected QuickPlace site that can be accessed by non-EPA users. Each report includes regional draft commitments for performance measures that reflect a State and/or Tribal contribution, drawn from the FY 2008 National Program Guidance documents released in April 2007.

### Background Information

Over the last few years EPA has continued to develop a more streamlined and transparent process for National Programs and regions to reach agreement on annual performance commitments. Following the issuance of FY 2008 National Program Guidance documents released in April 2007, the regions will begin engaging National Program Managers, States, and Tribes in the process of determining draft annual performance commitments. This annual commitment process synchronizes the development of draft regional and final commitments to enable senior regional managers to review performance commitments across the five National Programs concurrently and make more informed decisions.

States and Tribes are encouraged to review and provide comments to appropriate regional offices on the draft commitments before agreement is reached on the final performance commitments. EPA will use the same website as last year to facilitate review of the draft commitments proposed by each region, with detailed instructions below.

### Instructions for Accessing the EPA Regional Commitments Website

- 1) Go to <https://epaqpx.rtp.epa.gov/commitments>
- 2) Enter your user name and password when the pop up screen appears.  
User name: Commitments Visitor  
Password: **Password to be sent separately.**  
*NOTE: The Password is case sensitive and expires after 90 days*
- 3) The first screen you will see is the main page, or **Welcome** page, which contains basic information about the website and is automatically displayed upon entering the site.  
*NOTE: The site works best with an Internet Explorer web browser.*
- 4) The **Library** page contains the files of draft target reports. This page can be accessed by clicking Library under the Contents on the left side of the screen.
- 5) Within the Library page, files of the draft targets are titled by region and contained under the heading "**Draft Regional Performance Commitments.**" Click on this heading to view a listing of the files. Files may be downloaded or viewed and printed.
- 6) The files are saved as **PDF documents** and an Adobe Acrobat Reader is required to view them. A link is available on the site to download a free copy of Acrobat® Reader.